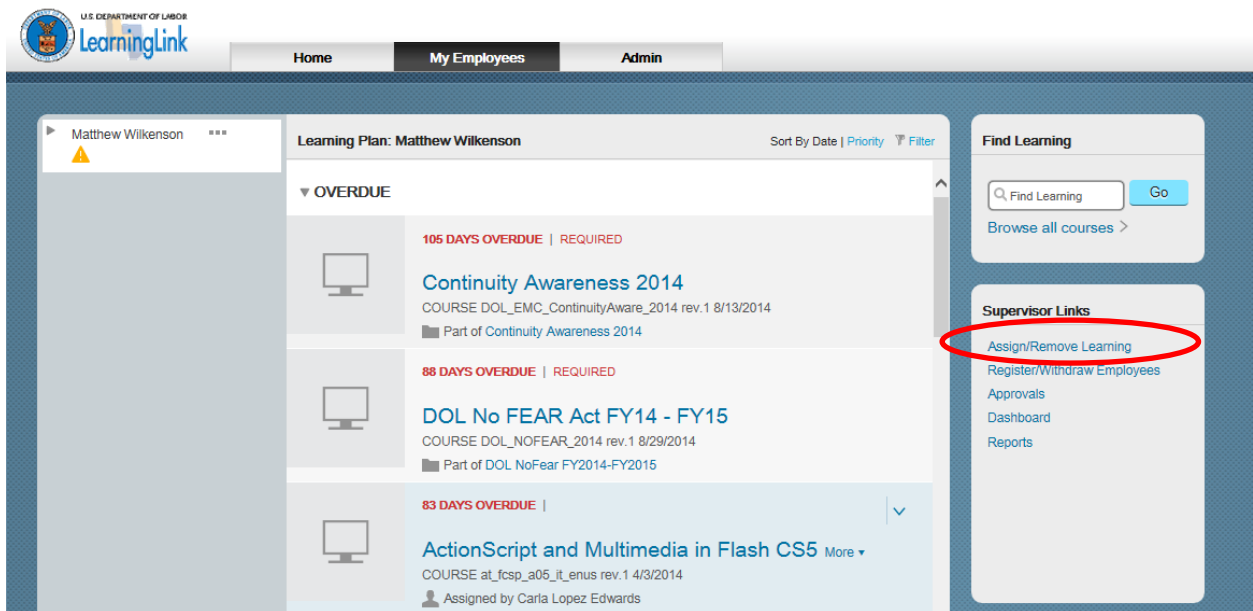


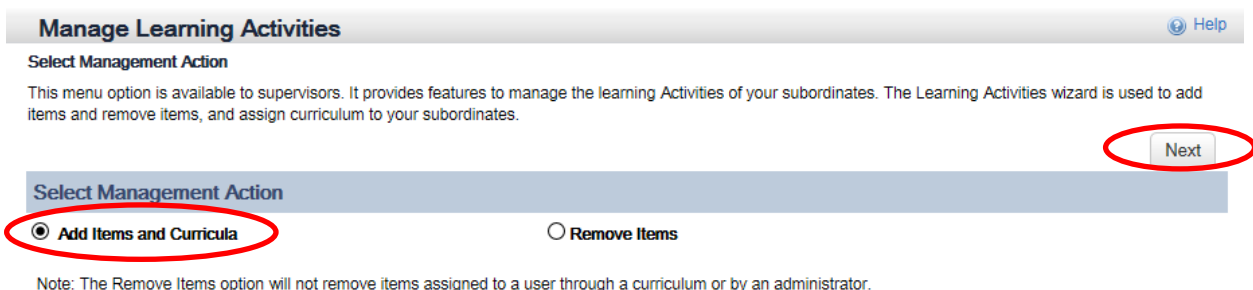
## How to assign Items to a Subordinate's Learning Plan:

This job aid walks Supervisors through the process of assigning learning to their subordinates.

1. Log into LearningLink and select the My Employees Tab
2. Select "Assign/Remove Learning" under Supervisor Links



3. You will next be brought to a screen titled "Select Management Action." You will select "Add Items and Curricula" and then proceed by selecting "Next" in the upper right corner.



4. On the next screen, you will confirm the user for which you are adding learning by checking the box under "Select User." You will also have the choice to include that individual's subordinates by checking the box under "Include Subordinates." Once the user is selected, you will click "Add Checked" to move the user name down under "List of Selected Users." Select "Next" to continue.



**Manage Learning Activities** [Help](#)

Select Management Action → Select Users

Previous **Next**

Add Checked

Select All / Deselect All

**Select Users**

User Name	Select User	Include Subordinates
▶ Wilkenson, Matthew	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

**List of Selected Users**

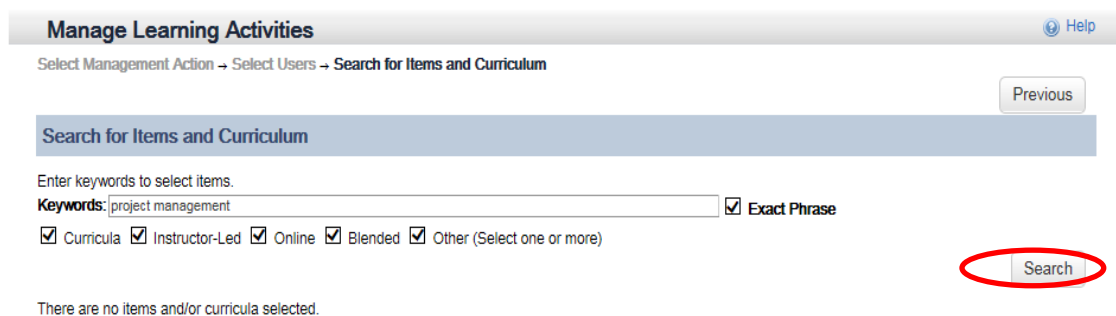
User Name	Remove
Wilkenson, Matthew	<input type="checkbox"/>

Select All / Deselect All

Remove Checked

5. On the next screen, you will be able to search for content using keywords to add to your subordinate's learning plan. Enter a keyword and select "Search."

In the screen shot below you can see a search for Item title that "contains" the term "project management."



**Manage Learning Activities** [Help](#)

Select Management Action → Select Users → Search for Items and Curriculum

Previous

**Search for Items and Curriculum**

Enter keywords to select items.

Keywords:  ☒ Exact Phrase

☒ Curricula ☒ Instructor-Led ☒ Online ☒ Blended ☒ Other (Select one or more)

There are no items and/or curricula selected.

**Search**

6. Once you have found the correct course you will check the box under “Add” and select “Add Checked.”

**Search Results** [Help](#)

[← Refine Search](#)  
**Keywords:** *project management*  
**Exact Phrase:** *Yes*

**Add Checked**  
[Select All / Deselect All](#)

**Search Results**

Title	Type	Add
Adopting an Agile Approach to Project Management		<input checked="" type="checkbox"/>
Advanced Customizing with Project 2010		<input type="checkbox"/>
Advanced Reporting and Management Tools in Project 2010		<input type="checkbox"/>
Agile Planning: Doing Estimates and Completing the Release Plan		<input type="checkbox"/>
Agile Planning: Project Initiating and Requirements Gathering		<input type="checkbox"/>
Agile Project Management Essentials		<input type="checkbox"/>
An Overview of Agile Methodologies		<input type="checkbox"/>
Basics of Six Sigma Projects and Teams		<input type="checkbox"/>
BLS Project Management Overview		<input type="checkbox"/>
CISA Domain: IS Acquisition, Development, and Implementation - Part 1		<input type="checkbox"/>

Records per Page:  Page: [1](#) [2](#) [3](#) [4](#) [5](#) [«Previous](#) [Next»](#) (87 total records)

[Select All / Deselect All](#)  
**Add Checked**

7. On the next page, you will be able to confirm your selection. You also have the option to select an Assignment Type and/or an Assignment Date. Once you have confirmed, you will select “Next.”

**Manage Learning Activities** [Help](#)

Select Management Action → Select Users → Search for Items and Curriculum → Edit Information

[Previous](#) **Next**

**Search for Items and Curriculum**

Enter keywords to select items.  
**Keywords:**  ☒ **Exact Phrase**  
☒ Curricula ☒ Instructor-Led ☒ Online ☒ Blended ☒ Other (Select one or more)

**Search**

[Select All / Deselect All](#)

**Edit Information**

Title	Type	Assignment Type	Assign Date	Priority	Remove
Adopting an Agile Approach to Project Management		<input type="text" value="Select"/>	<input type="text" value="2/24/2015"/>	---	<input type="checkbox"/>

[Select All / Deselect All](#)  
**Remove Checked**



8. On the next page, you will have a final chance to confirm. If everything looks correct, select “Finish.” If you need to make any changes you can select “Previous” to return to the previous screen.

**Manage Learning Activities**[Help](#)Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → **Edit Required Dates**[Previous](#)[Finish](#)**Edit Required Dates for Users**

User

Wilkenson, Matthew

**Edit Required Dates**

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)	Priority
Adopting an Agile Approach to Project Management			2/25/2015	<input type="text"/>	---

9. You will be brought to a screen that will inform you that you have successfully added the item(s).

**Manage Learning Activities**[Help](#)Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → Edit Required Dates → **Success**[Start Over...](#)**Success****Status:**

- Successfully added the items and/or curricula to the specified Users. Only those curricula that are not previously assigned are added.